



Chief, Space, Maintenance and Facilities Div.

Chief, Records Services Division

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Construction, Repairs and Inspections of the

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1. We feel that the following construction, repairs and inspections should be made at the [redacted] prior to our release of the [redacted] building. It will be appreciated if you can give us a cost estimate covering all items:

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a. Construction of a 4 foot caged guard walk through the center of the building running north and south. This walk would be approximately 200 feet long and would intersect the present east-west walk-way, dividing the building into four separate vaulted areas.

b. Move the doors on the present guard's walk-way to one side and add a second door on each side to provide access to the four vaulted areas made by the new guard walk.

c. It is planned to install Ozalid and Photocopy equipment in the room in the NW corner of the building. To do so, it will be necessary to make a vent hole in the wall for the Ozalid machine and the powerlines and outlets should be checked to determine if they are adequate.

d. If practicable, increase the lighting intensity in the stack areas by the use of higher watt bulbs.

e. Seal all holes in the cinderblocks - holes arranging in size from  $\frac{1}{2}$ " to approximately 3" were noted on the north wall in the east corner.

f. Place expanded metal over the large doors at the north and south ends of the building and place a seal on the locks on these doors.

g. Provide a light inside the east doorway for the guard.

h. Install expanded metal over the window in the north wall at the west side.

i. Repair one broken pane in the window on the west wall.

- j. Inspect the sprinkler system, replacing any weak fuses.
- k. Remove all loose-end electrical wiring.
- l. Replace the cover on the thermostat controlling the building temperature on column in NW quarter.
- m. Cover any open fuse and switch boxes.
- n. Provide supports for all fire extinguishers and see that they are numbered and have indicators painted above them.
- 25X1A9a o. Refill one extinguisher which bears a tag indicating the last change was made in November 1950 [REDACTED]
- p. Restrict use of stairways to the various platforms in the building by signs and, if necessary, bars (stairways are in need of repair but will not be required for our use in the building).
- q. Install two bottled water coolers.
- 25X1A6a r. Assure that the toilet facilities on the [REDACTED] property will remain available indefinitely.
- s. Provide daytime char service.
- 25X1A6a t. Move 260 (30 box) sections of steel shelving from [REDACTED] 25X1A6a
2. It should be understood that all changes made in connection with the full time use of this building for a Records Center are subject to the approval of the Security Office.

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GSO, [REDACTED]  
R

[REDACTED]

Copy given to  
Mr. [REDACTED] 12/15/53

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